

**TO: Michael D. McVicker, Assistant Director
Computer Services Division
Department of Information Services**

FROM: Kathy Rosmond, Stan Ditterline

DATE: March 1, 1996

SUBJECT: MONTHLY STATUS REPORT FOR FEBRUARY 1996

I. KEY OBJECTIVES

LAN Backup -Lance Calisch

World-Wide Web - Sponsor: Bob Althaus

E-Mail Applications - Sponsor: Bob Althaus

Year 2000 - Sponsor: Kathy Rosmond/Stan Ditterline

Data Security - Sponsor: Lance Calisch

Production Services TQM - Sponsor: Mike Curtright

Marketing/Customer Service - Sponsors: Darlene Kosoff/Tuck Wilson

II. MAJOR ACCOMPLISHMENTS THIS MONTH

Year 2000

Stakeholder Communications

- Meetings were held with the following people to describe the Year 2000 problem and project:
Ann Daley - StateTreasurer's Office
Carole Poole - OFM
Bob Marlatt - DOL
John Swannack. - DOL
- Kathy made a presentation to the Financial Managers Advisory Council. Approximately 60 people attended.
- OFM asked Stan and Kathy to make a presentation to OFM budget analysts in April

External Communications

- Contact was made with Year 2000 projects in the states of Virginia, Utah, Texas, Nebraska, Connecticut.
- The Chairman of the Association of City and County Information Services (ACCIS) asked Stan and Kathy to make a presentation to their membership at the May meeting.

Communication Plan

- Donna Wells assisted in preparing the draft communications strategy for the project was completed and sent to Dave Workman (DNR) and Brian Dirks (L&I).

Year 2000 Home Page

- DIS Internet Services met with Stan and Kathy to plan the Year 2000 Home Page. There will be a preliminary presence by the second week in March.
- Angela Crouch from NASIRE asked if Washington State would host a national Y2K home page that they could link to.

Executive Steering Committee

- The February Executive Steering Committee was held at DOC. The members present reviewed and approved the project plan. Attending were Doug Tanabe, Gary Robinson, Marsha Tadano Long, and Grant Fredericks.
- Dorette Markham will call Charley Reid at DSHS and invite him to join the Steering Committee.

Special Interest Group

- Analysis Deliverables subcommittee
 - The subcommittee met twice and prepared a draft analysis deliverable description. Members included representatives from L&I, DSHS, DOP, DOT, and OFM.
 - Chip Holcomb contributed language about potential liability for failed systems.

Acquisitions

- Gail Douglas met with Kathy Rosmond and John Simmons to discuss contact support for the planned Year 2000 contracts. She will begin a template for the future acquisitions.
- Gail had a preliminary meeting with Susan Johnsen at OFM to discuss support and administration of the personal services contract. Discussions are continuing.

Legal issues

- Kathy met with Ro Marcus and Chip Holcomb of the Attorney General's Office to explain the problem and project. Ro and Chip have been named as internal coordinators for the AG's office to educate their peers about the problem and assist in defining new purchasing contract terms and conditions. They will also work with other AG's on potential liability situations if critical systems fail.

Standards

- Kathy met with John Saunders, John Simmons, and Stan Davis to begin initial discussions a needed Year 2000 standards and guidelines.

Budget

- Chuck Smith assisted in developing a preliminary budget for cost center 4115.

Conferences, Seminars

- Stan Ditterline, Stan Davis, and Kathy Rosmond attend a Year 2000 Conference sponsored by CA. There was a good presentation and ideas about all aspects of the challenge, especially project management and testing.
- Kathy Rosmond and John Simmons attended the February meeting of the Puget Sound Year 2000 Organization. The meeting was attended by representatives from USWest Cellular, US West Communications, Boeing, Group Health, Airborne Express, Alaska Airlines, and Mutual of Enumclaw. Kathy volunteered to be a co-chair of the group. She assisted in writing the draft organization charter.

Gartner/META Research

- Mike Egan at META has been asked to research SAG's approach to Y2K and to find information about a Canadian company that is rumored to have Natural Y2K tools.

III. TOP TEN CUSTOMER STATUS

Social & Health Services (DSHS)

Labor & Industries (L&I)

Licensing (DOL)

Employment Security (ESD)

Office of Financial Management (OFM)

Department of Personnel (HRISD)

Retirement Systems (DRS)

Health (DOH)

Revenue (DOR)

Natural Resources (DNR)

IV. MAJOR ACCOMPLISHMENTS PLANNED FOR NEXT MONTH

Acquisitions and Contracts

System 390

Facility Management

Installation Services

UNISYS

Production Services

Year 2000

Meet with the following stakeholders:

- Chuck Pfiel, State Auditor's Office
- Bruce Bjork, WSP
- Dave Savage at DOC
- Gary Christensen (or his designee) at HCA.
- Dennis Smith, at DRS
- Joe McGavik, CTED
- Bobbie Berkowitz at DOH,
- Kathy will attend a Year 2000 Conference at the University of Texas in Austin. She will meet with Jerry Johnson, Texas' Year 2000 project coordinator while she is there.
- Publish a Year 2000 article on the project in the IPMA newsletter.
- Coordinate March 12 Executive Steering Committee meeting exec meeting.
- Facilitate March Special Interest Group meeting.
- Attend PSY2KO meeting at Airborne Express in Seattle.
- Receive approval for distribution of Analysis Deliverables Description to agencies.
- Develop technical architecture for Year 2000 Home Page.
- Complete contract negotiations with Viasoft and Silverline
- Install and test Viasoft product

V. ISSUES REQUIRING MANAGEMENT ATTENTION

Attachment (MSProject Plan update)

cc: CSD Managers
Central Files